

# UNITED STATES DISTRICT COURT DISTRICT OF SOUTH CAROLINA

**Position:** Personal Assistant/Reader to a Senior U.S. District Judge  
**Vacancy #s:** 16-5  
**Salary Range:** JSP 3 - 8 (\$25,434 - \$43,823)  
Depending upon experience and qualifications  
**Location:** Anderson, South Carolina  
**Tour of Duty:** Full Time  
**Opening Date:** December 9, 2015  
**Closing Date:** Open until filled

## Position Description

The U.S. District Court for the District of South Carolina has an opening for a Personal Assistant/Reader position. This is a full-time position. The position is located in Anderson, S.C.

Personal Assistant/Reader to a Senior US District Judge – Salary \$25,434 to \$43,823 (JSP 3-8), depending upon education and experience. Duties include, but are not limited to: Assist with judge's mobility, lift and carry heavy volumes of work from place to place, read material for judge, file and retrieve information, and take information to judge when he is on the bench.

## Qualifications

To qualify for the position of Personal Assistant/Reader, a candidate must be a high school graduate and have the following experience:

JSP Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
3	0	0	0
4	1	0	1
5	2	0	2
6	2	1	3
7	2	2	4
8	2	3	5

## General Experience

Progressively responsible clerical or administrative experience which provided a knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, sorting and distributing mail. Sales, stockroom, office machine operation, and similar types of experience are not creditable, unless the experience involved, as a regular and routine part of the job, the use of clerical practices as outlined above.

**Specialized Experience**

Progressively responsible clerical or administrative experience related to the position concerned, which provided a knowledge of the rules, regulations, terminology, etc., of the subject matter.

**Educational Substitutions**

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

**How to Apply**

Qualified candidates may apply by sending a cover letter, resume, salary history, and a list of a minimum of three business references with current contact information.

All application materials must be physically received in our office by **4:30 p.m. on Wednesday, December 30, 2015**, and are to be sent to:

United States District Court  
Attn: Sallie F. Dixon  
Matthew J. Perry, Jr. Courthouse  
901 Richland Street  
Columbia, SC 29201

The Court will only communicate with those individuals who will be interviewed for this position.

**AN EQUAL OPPORTUNITY EMPLOYER**